

## SELF-SERVICE CENTER

### PROCEDURES: HOW TO FILE PAPERS WITH THE COURT TO ESTABLISH CHILD CUSTODY, PARENTING TIME ("Visitation") AND CHILD SUPPORT WHEN PATERNITY HAS ALREADY BEEN ESTABLISHED

**STEP 1:** Make **2** copies of the following documents after you have filled them out:

- "Sensitive Data Sheet"
- "Summons"
- "Petition to Establish Child Custody, Parenting Time and Child Support"
- "Order and Notice for the Parent Information Program"

**STEP 2:** SEPARATE YOUR DOCUMENTS INTO THREE (3) SETS:

<b>SET 1 – ORIGINALS FOR CLERK OF COURT:</b> <ul style="list-style-type: none"><li>• "Family Court Cover Sheet"</li><li>• "Sensitive Data Sheet"</li><li>• "Summons"</li><li>• "Petition to Establish Child Custody, Parenting Time and Child Support"</li><li>• "Order and Notice for Parent Information Program"</li></ul>	<b>SET 2 -- COPIES FOR OTHER PARTY:</b> <ul style="list-style-type: none"><li>• "Summons"</li><li>• "Sensitive Data Sheet"</li><li>• "Petition to Establish Child Custody, Parenting Time and Child Support"</li><li>• "Order and Notice for Parent Information Program"</li></ul>
<b>SET 3 – COPIES FOR YOU:</b> <ul style="list-style-type: none"><li>• "Summons"</li><li>• "Sensitive Data Sheet"</li><li>• "Petition to Establish Child Custody, Parenting Time and Child Support"</li><li>• "Order and Notice for Parent Information Program"</li></ul>	

**STEP 3:** FILE THE PAPERS AT THE COURT:

**GO TO:** **GO TO THE COURT TO FILE YOUR PAPERS:** The court is open from 8am-5pm, Monday-Friday. **You should go to the court at least two hours before it closes.** You may file your court papers at the following Superior Court locations:

The Clerk of the Superior Court  
**Central Court Building**  
201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

The Clerk of the Superior Court  
**Southeast Court Complex**  
222 East Javelina Drive, 1st floor  
Mesa, Arizona 85210

The Clerk of the Superior Court  
**Northwest Court Complex**  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374

The Clerk of the Superior Court  
**Northeast Regional Court Center**  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

**FILE:** Go to the Clerk of the Court filing counter to file your documents.

**FEES:** There is a filing fee of **\$276.00** plus service fees for all Petitions. If you feel you are entitled to a fee deferral (postponement or payment plan), you may request a deferral of the filing fees (and the Sheriff's service fees if you intend to use the Sheriff's Office for service) at the time you file your papers with the Clerk of the Court. The Self-Service Center and the Filing Counter have the deferral forms.

**PAPERS:** Hand all three (3) sets of your court papers to the Clerk along with cash, check or a money order for the filing fee of **\$276.00**.

**MAKE SURE YOU GET THE FOLLOWING BACK FROM THE CLERK:**

- Your Set of **Copies**
- The Other Party's Set of **Copies**

**STEP 4:** **SERVE THE PAPERS ON THE OTHER PARTY.** Read the packet at the Self-Service Center called "Service of Court Papers" that applies to your situation. This will explain how to serve the other party. Remember to file your Affidavit, Waiver or Acceptance of Service as soon as the Respondent is served.

**STEP 5:** **WAIT.** Depending on HOW and WHERE you served the papers on the other party (in-state, out of state, by publication, etc.), he or she has a certain number of days to file a **RESPONSE** to tell the Court that he or she disagrees with your facts, OR objects to the Orders you want the Court to make. You should receive a copy of the Response and a notice about when and where you must appear for any Court procedure or hearing.

If **NO RESPONSE** is filed, you must file papers to tell the Court the other party **DEFAULTED** - that is, the other party agrees with your request - or at least did not file papers to disagree, so the Court should move forward. See the Self-Service Center's "Default" (or "Default Without Children") packet and follow the timetable and procedures there to apply for your default court order.